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ABSTRACT

The technical report or "fugitive" literature collected by ERIC is produced using a wide variety of printing techniques, many formats, and variable degrees of quality control. Since the documents processed by ERIC go on to be microfilmed and reproduced in microfiche and paper copy for sale to users, it is essential that the ERIC document processor prepare the document in such a way that a reproduced copy of it is a readable and saleable product. The kinds of problems requiring document preparation for filming may be divided into three categories: (1) Physical problems with the pages or sections of the document (e.g., missing pages, oversize pages, etc.); (2) Legibility or reproducibility problems with the type, inks, papers, figures, etc.; (3) "Technical" problems having to do, for example, with the availability of information external to the document, copyrighted segments of documents, requests to change documents, etc. This manual provides guidance to ERIC document processors in how best to prepare a document to be filmed and how to cope with a wide variety of specific problems that commonly occur: window covers, vinyl binders, duplicate pages, blank pages, wrong-reading pages, foldouts, attachments, news releases, non-print components, "layered" pages, photographs, colored paper and inks, handwriti g, dot-matrix print, small type size, etc. The proper way to affix all labels or stickers used by ERIC is also covered, as well as how to secure a document for transport to the filming site. (WTB)

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EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Processing Manual

Rules and Guidelines for the Acquisition, Selection, and Technical Processing of Documents and Journal Articles by the Various Components of the ERIC Network

Appendix B

Document Preparation (For Filming)

June 1992

Educational Resources Information Center (ERIC)
U.S. Department of Education

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I. GENERAL

The technical report or "fugitive" literature collected by ERIC is produced using a wide variety of printing techniques, many formats, and variable degrees of quality control. The producer of the document may be an individual working with minimal technical support or may be a large organization with access to both editors and graphic artists. Since the documents processed by ERIC go on to be microfilmed and reproduced in microfiche and paper copy for sale to users, it is essential that the ERIC document processor prepare the document in such a way that a reproduced copy of it is a readable and saleable product.

During selection, many conditions arise (see **Section III.E**) that can affect the decision to accession a document or not. However, it is usually during actual processing that any needed remedial document preparation action occurs.

The kinds of problems requiring document preparation for filming may be divided into three categories:

- Physical problems with the pages or sections of the document (e.g., missing pages, oversize pages, etc.);
- Legibility or reproducibility problems with the type, inks, papers, figures, etc.;
- "Technical" problems having to do, for example, with the availability of information external to the document, copyrighted segments of documents, requests to change documents, etc.

In addressing these problems, the ERIC document processors should keep in mind that the documents will be filmed and sold to users as copies of exactly what leaves their hands. If problem situations cannot be fixed, the user should be warned in the cataloging that they exist. While pagination (of all Level 1 and 2 documents) is a centralized ERIC Facility function, the paginator assumes that the document has been made ready by the Clearinghouses for page numbering. If problems with a document prevent pagination from being done, the document will be removed from RIE input and returned to the submitting Clearinghouse, with recommendations for any necessary remedial action.

Always submit an original copy of a document if it is available. EDRS should always receive the best copy available (i.e., the original) for filming and not a copy that is one generation removed from the original. Make a copy for Clearinghouse retention, if necessary, but keep the copy and submit the original, not vice versa.

Except for accession numbers, avoid marking a document with a Clearinghouse date stamp, processing assignments, Post-Its (that may inadvertently not be removed), and other administrative notes. It is best to leave the document as much as possible as it was created by the author or source organization. There are many reasons for this: it can be difficult to distinguish between original information and information added later; added information can "bleed" through or otherwise obscure original information; added information can raise unnecessary questions by later users. Administrative markings are best restricted to attached full-size processing sheets that are removed later before submission or before filming.

At EDRS, a document is reduced to a series of loose pages that can be individually run through, and turned over if necessary, in a high speed step-and-repeat automatic camera. Easily removed bindings (e.g., metal fasteners, plastic spirals, etc.) are discarded; permanent bindings are "guillotined" with a large power papercutter. EDRS filming is a production operation. By the time a document gets to EDRS, all the problems should have been resolved, either by the Clearinghouses or the Facility. The camera operator assumes that the document is complete and in proper sequence and does not review it on a page-by-page basis. With this context in mind, the inputting Clearinghouse always should try to submit a document that when reproduced via microfiche will be an accurate rendering of what the source intended and that will reflect favorably on ERIC as a conscientious, careful, and consistent processor of bibliographic entities, observing high standards of technical processing.

II. PHYSICAL PROBLEMS

A. Covers

1. Cover and Title Page Identical

If the Cover and Title Page are absolutely identical, there is no need for filming (and making the user pay for) a completely redundant page. However, if one does not completely subsume the other, then both should be left intact and filmed. Information (e.g., report numbers, organizational hierarchy, series information, disclaimers, dates, etc.) must never be lost through this process. *If in doubt, retain both pages.*

2. Window Covers

"Window" covers are covers having a hole in them through which the reader can read the document title appearing on a following title page. Window covers usually should be filmed because they often contain a variety of information about the issuing organization, all of which may not be repeated on the title page. However, if filmed as is, the "window" shows up simply as a hole without a title and the title does not appear on the first page the reader sees, where it is usually expected. The Clearinghouse should remedy this situation by filling in the empty window with the missing title. This is easily done by Xeroxing the title and taping it to show through the hole.

3. Vinyl/Pressboard Binders

Some documents come in three-hole vinyl binders or pressboard covers. These binders are generally larger than 8½" x 11" and rigid in shape. They cannot go through the automatic camera mechanism and must be removed before filming. This is best done at the Clearinghouse. If any information appears on the vinyl binder that does not appear elsewhere on the document, that information should be transferred to an inside page.

B. Pages

1. Missing Pages or Sections

Documents should be checked page-by-page to determine that all pages are present. This can be done by:

- accounting for all page numbers;
- checking against the Table of Contents;
- checking continuity from one page to the next, etc.
- checking for appended material referenced in the text.

It is not unusual for appendices and other material that should be at the back of the document to be missing.

Normally, missing pages must be replaced, either by obtaining a replacement copy of the document or by inserting the missing material. If, however, it is determined that the missing material may safely be left out (e.g., author's request, copyright restrictions, etc.), then the document processor should:

- insert into the document the following notice where the gap occurs:

> "Page(s) _____ was (were) missing (removed) from this document prior to its being submitted to the ERIC Document Reproduction Service (EDRS)."
>
> **OR**
>
> "Pages_____, containing "Maryland High School Reading Test" (1989), were removed from this document because of copyright prior to its being submitted to the ERIC Document Reproduction Service (EDRS)."

- mark the disclaimer label on the cover appropriately, indicating that the document was modified.
- insert into the Descriptive Note field an appropriate statement explaining the fact that material is missing and the reasons therefor.

2. **Out of Sequence Pages or Sections**

Checking for missing pages usually reveals any out of sequence pages. Such pages should be re-sequenced in the correct order.

3. **Duplicate Pages**

Checking for missing pages usually reveals any duplicate pages. Such pages should be removed.

4. Blank Pages

Blank pages, occurring *sporadically* in documents where the pages are routinely printed front and back, are not filmed (even if numbered in the original document). On each blank page, the Clearinghouse should prominently and in the middle of the page add the following legend in letters approximately one-quarter inch (¼") high:

BLANK PAGE
DO NOT FILM

In order to avoid bleedthrough, *do not use felt markers for adding this legend.* A rubber stamp or a sticker with the letters in a color other than black is recommended. Since this is a recurring operation, either of these techniques is preferred over hand lettering or marking, e.g., a large "X" on the page. This notice is for the benefit of the EDRS operator of the microfilming equipment.

NOTE: This instruction does *not* apply to documents that throughout their length are printed only on one side of the page. The page number stamping done by the Facility will suffice in such patterned cases to communicate filming instructions to EDRS.

5. Extraneous/Superfluous Pages

There are occasionally pages in a document that bear some small amount of printed material (e.g., a logo, heading, tab, etc.), but that are essentially blank. A judgment must be made as to whether the fragmentary information on the page is useful for the user, whether it may safely be ignored, or whether it can be simply moved to the next substantive page. Many of these pages are fly pages or act as separators for sections or parts of the document. If the material immediately following the separator also contains the heading or title, then the separator may be deleted without loss. Other common examples of extraneous pages are: (1) appended sets of overhead projection pages that duplicate pages already in the body of the document; (2) blank "scratch paper" pages in test booklets. If the document is printed front and back and the extraneous page has text on the other side, the processor may indicate that it is not to be filmed by following the instructions in II.B.4 above.

Extraneous pages of this type may be fairly numerous in curriculum guides and other such material and their removal may be consequential in lowering the price of the item.

Note that disclaimer statements by government agencies or other organizations, and pages containing author abstracts, are *not* to be considered superfluous.

6. **Loose Pages**

Documents receive considerable handling at the ERIC Facility and at EDRS. If documents are not bound, but consist of loose pages, there is danger that they will get out of sequence during processing. All documents consisting of loose pages (or having loose pages in an otherwise bound document) must be secured with a staple, metal fastener, rubber band, etc., to prevent their disarray or loss. Do ***not*** use regular (or butterfly) paper clips for this purpose, as they snag easily on other documents.

7. **Wrong-Reading (i.e., "Landscape") Pages**

It is ERIC's policy to film *all* pages in a "right-reading orientation, so that the user working on a microfiche reader need not turn their head or the platen to accommodate different page orientations.

Most documents are made up of normal or standard 8½" x 11" pages, with the text perpendicular to the long (11") dimension (see **Figure Appendix B-1**). Such a page occupies one microfiche frame when filmed in its normal right-reading orientation. Occasionally, however, entire documents or parts of documents are issued with the text in an "album" or "landscape" format, i.e., with the text parallel to the long dimension. Such a page would occupy one microfiche frame in a wrong-reading orientation, but two frames when placed in the required "right-reading" orientation.

Landscape pages are paginated by the Facility Paginator as two pages, i.e., two microfiche frames, and the page number is stamped so as to indicate to the EDRS camera operator the desired right-reading orientation.

In those relatively rare cases where the text on a landscape page is actually no wider than 8½", Clearinghouses should copy the page on an office copier to conform to a standard 8½" x 11" right-reading page. This procedure, when applied to a lengthy document of this type, can save many microfiche frames and significantly reduce the reproduced paper copy price for the user.

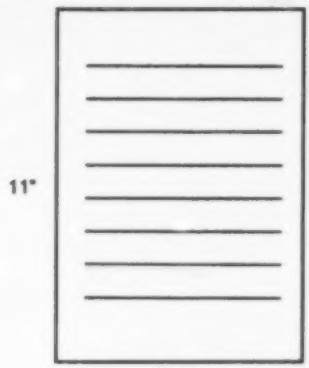
8. **Oversize Pages and Foldouts**

Oversize pages are defined as any page over 8½" in width or 11" in height. In order to be filmed, such pages must be converted to one or more "normal" 8½" x 11" pages or 11" x 8½" landscape pages. Various techniques can be used to accomplish this: (1) "reducing" office copiers; (2) trimming margins (often sufficient for "legal" size 11" x 14" pages); (3) cutting and remounting; (4) re-typing; (5) copying on office copiers as a series of overlapping 8½" x 11" pages.

Care must be taken in all cases not to lose text.

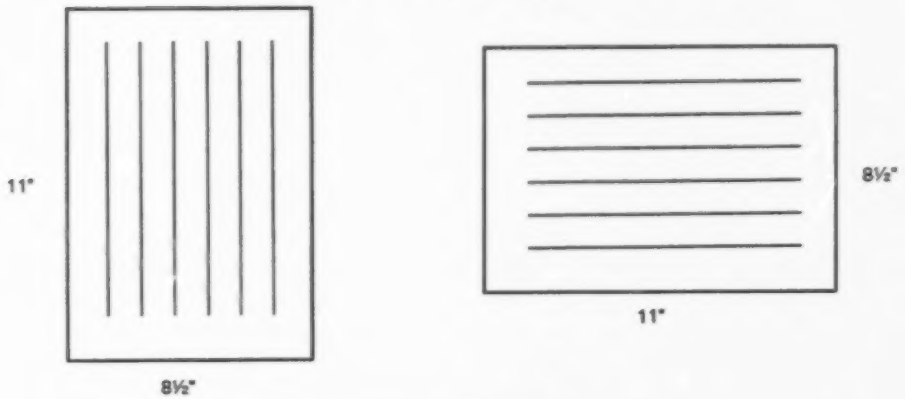
If an oversize poster or foldout cannot be converted successfully, then it should be deleted from the document and this deletion cited in the Note field, e.g., *"World population map, size 36" by 22," not included here."*

If a Clearinghouse cannot solve a particular oversize page problem, it should send in the oversize page with the document and ask the Facility to assist in solving the problem.



STANDARD PAGE

(= One Microfiche Frame in Right-Reading Orientation)

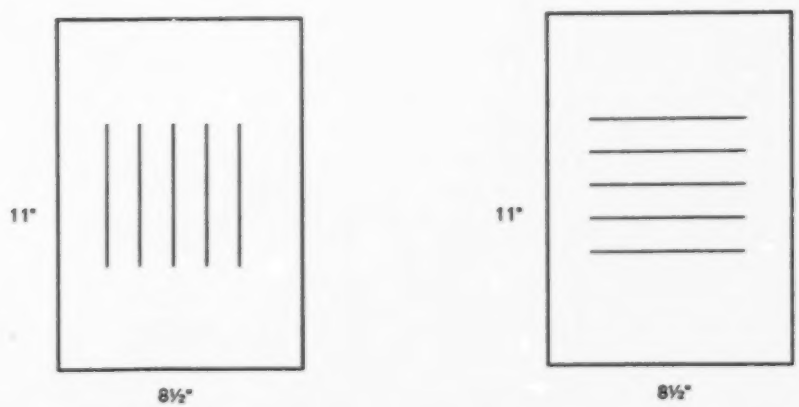


LANDSCAPE PAGE

= One Microfiche Frame in Wrong-Reading Orientation

BUT

= Two Microfiche Frames (= Two Pages) in Required Right-Reading Orientation



LANDSCAPE PAGE

Text no wider than 8½". Would be two microfiche frames if filmed as is, in right-reading orientation.

BUT

When converted to standard right-reading page on office copier, occupies only one microfiche frame.

Figure Appendix B-1: Landscape Pages

9. **Undersize Pages**

Undersize pages present no real filming problem but occasionally, if small enough, may present an opportunity for compression, e.g., if two small pages can be made to fit in the standard 8½" x 11" page space. Single undersize pages in an otherwise regular document should be converted to standard 8½" x 11" size to avoid their being overlooked in pagination or filming.

10. **Multi-Piece Documents**

Occasionally a single item submitted for the ERIC database consists of a number of distinct parts or pieces, e.g., a teachers guide, a student guide, handouts, activity sheet, pre-test/post-test, etc. In such cases, it is necessary to indicate clearly what the appropriate sequence of the pieces in the collection should be. Usually this will be the same as indicated in the table of contents, or other front matter. In order to help the Facility and EDRS retain the proper intended sequence for a multi-piece document, various techniques are possible: (1) lightly number the front of each piece, e.g., first piece=1, second piece=2, etc. (a light blue pencil is best); (2) place parts in the proper sequence and then bind together with metal clamp, rubber band, or other fastener. However, put the Clearinghouse accession number and ERIC labels *only* on the document's cover/lead page; do not repeat them on subsequent sections.

11. **Attachments, Inserts, Supporting Documentation, Advertising, Reviews, Press/News Releases**

If there is a physically separate attachment, insert, chart, poster, executive summary, news/press release, or other supplementary part, that appears to be or could be part of a document, or that a Clearinghouse wishes to include and make part of the document, it must be made completely clear whether the supplementary materials are to be considered part of the document for filming purposes, or whether they are simply being sent along for information purposes. If it is to be included, make the insertion in the *exact* place intended and affix it there so that the Facility paginator will know its intended location.

12. **Non-Print Components**

Some documents come with non-print components, e.g., films, filmstrips, audiotapes, videos, etc. At this time, ERIC does not have the capability to archive, duplicate, or disseminate such materials. In addition, many such items are protected by copyright.

In all such cases, the existence and availability of the non-print media should be noted in the resume (Availability or Note fields), but the non-print item should be retained by the Clearinghouse or disposed of prior to shipment to EDRS.

13. **Packets of Loose Material**

Some "documents" consist of a packet of loose material contained in a folder with one or two pockets. The folder and pockets may or may not display related text. It is the Clearinghouse's responsibility to put the loose material in the correct order and to secure it. The text on the folder/packets, if it is not duplicated elsewhere, must be converted to standard pages and placed in the desired sequence.

14. **Documents with Layered or "Staggered" Edges**

Some documents consist of complex arrangements of pages of different sizes, with header text usually showing on that part of a larger page that "peeks out" beyond a smaller page. It is the Clearinghouse's responsibility to convert complex "layer-cake" documents into a single series of regular 8½" x 11" pages that can each become a frame on a microfiche. This is usually best done by resorting to photocopying some, if not all, of the images.

15. **Extracts from Publications**

Some documents consist of portions of a larger publication, e.g., a chapter of a book, a feature article in a newsletter, or a supplement of a newspaper. In such cases, the Clearinghouse should separate the analyzed extract from its unwanted surrounding material and should send the extract through independently. It may be necessary in such instances to create a "title page" in order to have a location to cite the source of the extract. Enough documentation pertaining to the parent publication should accompany the submission so that the bibliographic facts in the case can be verified during editing.

16. **Analytics**

Sometimes a document may consist of a series of papers, chapters, or sections, each of which is worthy of separate treatment. An example is a conference proceedings volume containing a series of substantial, separately-authored papers on different subjects. The main document is usually referred to as the "parent" and the individual portions being separately analyzed and accorded individual treatment are called the "children," or, as librarians would say, the "analytics."

The parent document *as a whole* must be assigned the first accession number in the sequence, followed directly by each of the analytics, arranged in the same order as they are in the parent. This creates the ideal configuration for announcement in RIE and access via the microfiche collection.

The parent is submitted as one complete document. Each of the analytics is also submitted as a separate document, with its own Accession Number, title page, labels, etc. To accomplish this, it is necessary either to "cannibalize" a second copy of the entire document or to photocopy the pages for the analytics.

17. **Errata**

Errata are corrections to be made to a published text. The errors were discovered after the publication of the text and the errata sheets serve to notify the recipients of the text of the problem. Errata come in various forms. They may be printed on full-size sheets or they may be printed on strips of paper just large enough to hold them. They may be bound into the document at the front, at the back, or at the location of the error. They may be loose and simply inserted into the document.

When bound in, errata sheets are treated simply as another page at the location where bound in. Sometimes, when on narrow strips, they may be permanently affixed in open space on an existing page or to a margin in the vicinity of the error they correct.

When loose, the Clearinghouse must decide the best location for the errata sheets. If the errata treat errors at a single location, then the errata sheet should generally be inserted just preceding that location. If the errata treat errors at a number of different locations, then the errata sheet should generally be inserted at the front of the document (e.g., just after the Title Page is often a prominent enough location).

III. LEGIBILITY/REPRODUCIBILITY PROBLEMS

There are many factors that can cause legibility/reproducibility problems: type size, type style, dot matrix type, broken/faint/smudged type, colored papers and/or inks, translucent papers, photographs, drawings, handwriting, rumpled pages, poor contrast between background and type, toner smears, cropped pages, etc.

The available solutions are usually: (1) obtain a better copy (or replacement pages) from the source; (2) re-key; (3) darken on office copier; (4) note specific problems in resume (i.e., Note field) in order to alert potential users.

A. Type Size

In general, type size of 6-point or below causes reproduction problems and subsequent readability problems for the user. Office copiers with the "zoom" feature may be used to enlarge text that is excessively small. Re-keying may be an alternative if the amount of problem material is small.

B. Quality of Type (Broken/Faint/Smudged/Filled/Dot Matrix)

Broken type is the consistent dropping of portions of the characters (e.g., the left side, the descenders, the top, etc.), or the failure to create a complete uninterrupted line to represent the character (e.g., dot matrix type).

Faint or light type usually results from too little ink or toner at production time, or from too many generations of copying.

Smudged type occurs when the original characters are spread or dispersed around themselves, thereby confusing their identity.

Filled type occurs when the "holes" in certain letters (e.g., e, o, a, d) become filled with ink.

Unlike the small type problem, which is inherent with the original document, the various type quality problems may sometimes be solved by acquiring a better copy (even perhaps the original) from the author or source. Dot matrix type, formerly a major problem with computer-generated texts, is gradually giving way to the superior fonts produced by modern laser printers. If the author is told that the document will be archived on microfiche and reproduced for others, this will often motivate the author to produce a better copy.

If an improved copy cannot be obtained, remedial actions are generally limited to re-typing the affected text or hand re-touching the faulty characters. Sometimes broken characters can be made readable (and reproducible) by hand lettering the defective lines with a fine point pen. As with re-typing, re-touching is only feasible when the amount of defective material is modest in quantity.

Sometimes faint type can be improved significantly by using the "darkening" or exposure control feature on an office copier.

C. Colored Papers or Inks

Educational documents make frequent use of colored papers and/or inks. This can present a significant problem when the darker colors are used for the papers (e.g., red, purple, brown, etc.) or when the contrast between the paper and the ink is poor (e.g., yellow ink on beige paper).

Possible remedial actions are: (1) obtain a " plain" black and white copy from the source; (2) photocopy the colored pages with a sophisticated office copier that has exposure control settings permitting good black and white copies. Re-keying is rarely an option because when a document utilizes colored paper and/or inks it generally does so extensively.

Extensive tone-on-tone situations (e.g., red ink on red paper) may make a document virtually impossible to microfilm. However, many situations can be adjusted to by EDRS during the filming process. Clearinghouses should send in the best document for filming that they can obtain or improve on, but if still in doubt after having done all they can, the best rule is to submit the document (with a note explaining the circumstances) and let the Facility and EDRS cope with the problem.

A different type of problem occurs when colors are used as a coding technique in charts, tables, or bar graphs to convey meaning. Since the colors are lost in the filming process, the information contained in the original figure can only be retained if some symbol is used to substitute for the color. The document processor should consider different kinds of cross-hatching, arrows, patterns of special characters, and footnotes to achieve the end of preserving the information contained in the original text. If it is not possible to do this, a Note should notify the user of the problem.

D. Photographs

Photographs do not film or copy well unless very stark and simple in their content. There is nothing that the document processor can do to improve them; however, they are always better left in the document for the information they can convey. If a document depends heavily on photographs, it is advisable to state this fact in the Descriptive Note field, e.g., *"Contains 25 early photographs of American Indians, which will not reproduce well."*

E. Figures, Tables, Drawings, Illustrations

Figures, tables, drawings, and illustrations are frequent sources of reproduction difficulties and should be scrutinized by document processors with this in mind. Statistical tables and figures often are reduced excessively. Drawings and illustrations are often faint. The only possible remedial actions are usually enlarging, re-keying, or re-touching. If the problem is significant and cannot be ameliorated, a Note warning of the condition should be included in the resume.

F. Handwriting/Script in Documents

Handwritten text appears in documents in various ways. Sometimes it is in the form of author corrections or additions inserted for emphasis during presentation. Sometimes it is integral to the subject matter, e.g., factors affecting student handwriting. Script rarely reproduces well. If the script is in the form of corrections or additions to a typed or printed text, the document processor should consider re-keying to incorporate the corrections. If the script is integral to the document, but faint, the document processor should consider tracing over the lines to make them darker.

G. Miscellaneous

Pencil or pen markings that may have been inserted by an author, but that are not significant, should be erased or eliminated with correction fluid without affecting the text. Clearinghouse abstractors and indexers must avoid adding their own extraneous marks to documents they are processing.

Folded, rumpled or ripped pages should be flattened out as much as possible, or re-copied on an office copier. Documents on "onionskin" or other semi-translucent papers should be copied on an office copier at an exposure setting that avoids any "see through."

Felt tip markers should never be used for darkening text or title page information as the ink may bleed through and obliterate the text on the other side.

Crooked pages, if badly awry, should be straightened so that they will create a proper filmed image. This can be done by photocopying or by cutting and re-mounting. If a crooked page results in the cropping of essential text, that page must be replaced before submission to the Facility for RIE.

IV. TECHNICAL PROBLEMS

A. Information Known, But Not on Document

In general cataloging should be done *solely* on the basis of what is contained in the document. However, during the course of acquiring a document or obtaining a Reproduction Release, the Clearinghouse may obtain reliable and verified information of use in cataloging that goes beyond what appears in the document, e.g., author's name and affiliation, institution name, date of issuance, geographic source, contract number, availability data, etc.

When practical, this information should be added to the Title Page. If there is no real Title Page, or the text begins on the first page and there is no room for additions, the Clearinghouse should consider the creation of a new Title Page to house the additional information.

If the new information is not added to the document, but is placed in the cataloging, then it is essential that an explanatory note accompany the document, so that the Facility editors can distinguish errors from valid additions.

B. Information Known, But at Variance with That on Document

If new information is discovered that corrects information on a document, then the document should actually be corrected. However, if the new information is in the form of an official "errata," then the errata page should simply be inserted directly after the Title Page. Obvious typographic errors in title, personal names, institution names, place names, etc., should simply be corrected on the document. Re-sequencing of author names should only be done upon receipt of a written request from the *first* author.

C. Inconsistent Information on Document

Sometimes information in one part of a document contradicts information in another part. If the correct version is not obvious, it may be necessary to contact the author or source. Information found in this way should be corrected on the document. If the contradiction cannot be resolved, the Title Page information takes precedence in cataloging.

D. Material Removed from Document

If a document being considered for the ERIC system contains materials that will not reproduce clearly because of either color or poor print quality, an attempt should be made to obtain a better copy. Usually the author or producer of the document prefers to furnish a reproducible copy rather than have an incomplete version available from ERIC.

In many instances the illegible parts are tables or charts that are referred to in the text. Omission of such segments may adversely affect the value of the document, thereby frustrating the user. *In general, material should not be deleted, despite poor legibility.*

In cases where a better copy of a document cannot be obtained and remedial actions are not possible, consideration should be given to omitting the document, unless it provides a valuable contribution to the literature, and the illegible material is considered to be minor.

E. Document with Copyrighted Segments Extracted from Other Publications

For the benefit of the user, documents should generally be left intact whenever possible. If the preparer of a document has obtained permission from a copyright holder to include copyrighted material in that document, then it is reasonable to assume that this permission extends to copies of the document. Therefore, if the preparer of a document has given ERIC permission to reproduce that document, then ERIC may assume that this permission includes all of the material in the document. Examples of documents for which this issue arises are curriculum materials that frequently reprint newspaper articles, newsletter columns, or extracts from journals. When this type of material is included in a document, it is to be considered an integral part of the document and left intact within it.

However, there are some instances where the above conditions may not pertain. If the copyrighted material is physically distinct, not bound in, is substantial in amount, contains strong restrictive language, is clearly a separately available commercial item, or any combination of the above, then the Clearinghouse processing the document should prudently seek separate reproduction permission for it. An example of such a situation would be a separate commercially-available testing instrument.

If reproduction permission for the separate segment cannot be obtained and it is still judged important to include the document in the database, this may be done, provided:

- the copyrighted segment is removed and excluded from the pagination count.
- the utility of the document is not seriously diminished by removal of the copyrighted pages.
- a note explaining the deletion is entered in the Note field. (A note should also be placed in the document at the point of deletion.)

F. Teacher Edition/Student Edition

Curriculum materials are sometimes provided in a "Teacher Edition" and a "Student Edition" that are identical except for the fact that the "Teacher Edition" contains marginal notes or advice not present in the "Student Edition."

In such cases, the more complete "Teacher Edition" should be input to the database, with reference made to the "Student Edition" not included. (If the documents are small, an acceptable alternative is to combine the two editions into one document.)

V. AFFIXING ERIC LABELS AND ACCESSION NUMBERS

A. Clearinghouse Accession Number

Clearinghouse Accession numbers are to be entered on the *lower left hand corner* of the cover (or first page to be filmed) of the document (see **Figure IV-12**). This placement balances the ED number and gives the document a neat appearance. The standardized positioning of the accession numbers is helpful throughout handling and processing for easily and quickly identifying and locating documents.

Accession Numbers should either be stamped or legibly printed using a black ballpoint pen. Pencil or colored inks should not be used because the former smears and the latter may not film or copy well. For documents having a permanent binding (which will be removed by a papercutter at EDRS), the Clearinghouse Accession Number should be placed at least ¼" from the edge of the spine to ensure it won't be cut off when the spine is trimmed. Legibility in the Clearinghouse Number is of importance to Clearinghouse staff, Facility staff, and EDRS staff, because:

- Accession Numbers on the document are checked against logsheets;
- Documents are filed at the Facility by Accession Number;
- Accession Numbers on documents are checked against and matched with those on resumes;
- Documents are arranged in Clearinghouse Number order prior to the attachment of Single Frame Resumes for EDRS.

If the title page or cover on which the number is to be placed is a dark color, the number should be first written on a white label and then placed on the document.

B. ED Accession Number

The ED Number is affixed by the ERIC Facility to the document in the *upper left hand corner* of the cover (or first page to be filmed). The upper left cover must, therefore, never be used for the disclaimer or reproduction release labels--that space must be reserved for the ED Number.

C. OERI Disclaimer Labels and Reproduction Release Labels

The Disclaimer Labels and Reproduction Release Labels (if appropriate), are to be affixed to the cover (or the first sheet to be filmed) of the document. These labels may be placed anywhere there is vacant space on this page, except for the *upper and lower left hand corners*, which are reserved for the ED and Clearinghouse Accession Numbers, respectively.

The labels should be placed in such a manner and location that they do not cover, even slightly, the text, title, author's name, etc. They may be trimmed down in order to fit; it is not recommended, however, that the labels be cut into parts. They especially should not be cut into parts and distributed perpendicularly to the text. If there is no space for the labels (for instance, when the document's first page is the first page to be filmed and is packed with text, or when the margins are narrow at both the top and bottom), the simplest and neatest thing to do is to type a new title page and to place labels there. Other than the "off limits" space in the left hand corners, labels may be placed anywhere, in any empty space on the title page, as long as they can fit without overlapping the text.

Labels, however, should never hang over the document's edge. Labels are to be placed entirely on the document--overhangs must be trimmed. Overhanging labels not only look carelessly applied, but more importantly, can be missed in the filming process. Overhanging labels can catch on surfaces of other documents and the document itself can be damaged. ERIC documents are handled numerous times at the Facility and at EDRS; protruding labels can get bent over, wrinkled, or torn off during processing. All labels should be straight, balanced, legibly annotated, and in the proper position.

VI. PHYSICALLY SECURING DOCUMENT

After a document has been prepared for filming and before it actually is packed with other documents for shipping to the Facility, it is necessary to ensure that the document will physically stay together.

If the document is bound already then there is no problem, but if the document is loose, or if it has parts that are loose, then one of the following methods of securing the document should be used:

- **Staples**

  Usually only viable for documents of under 50 pages. When using staples, please make sure that the staple goes through the document completely and that the last page is securely attached to the document by the staple.

- **Metal Clamps**

  An excellent way of securing loose documents. They are easily applied and provide a tight and secure bond, yet are easy to remove. Generally viable for documents in the 50-200 page range. EDRS especially likes metal clamps because they are easily removed for filming and re-affixed afterward to protect the document during storage.

- **Rubber Bands**

  If a document is very large and too unwieldy to staple or clamp, a protective back and front page should be added and the document secured with one or more rubber bands, as needed. The protective pages are needed because rubber bands can cut into pages at the edges.

Do *not* use paper clips or butterfly clips to secure documents, as they too easily become dislodged or snag on other documents, causing pages to become loose, out of sequence, or damaged.

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